

DRAFT

Downtown Providence District Management Authority

Board of Directors Meeting Minutes

Thursday, April 21, 2011

1. Roll Call

Director Lappin called the meeting to order at 8:35 a.m.

Directors present: Umberto Crenca, Joseph DiBattista, Wendy Doyle-Spatcher, Susan LaPidus, Richard Lappin, and John MacIver.

Ex Officio Members present: Diana Burdett, Sgt. David Tejada, Lisa Paratore

Others present: Dan Baudouin, Executive Director of The Providence Foundation; Joelle Kanter, The Providence Foundation Program Manager; Frank LaTorre, DID Director of Public Space; Frank Zammarelli, Block By Block Operations Manager, and Robin Remy, DID Accounting Manager, Charles Zivo, RIDOT, and Rev. Jonathan Huyck, Grace Episcopal Church.

2. Approval of the minutes for the March 17, 2011, meeting

Director MacIver motioned to approve the minutes from the March 17, 2011, Board meeting. Director Crenca seconded the motion, and a roll call vote was held as follows:

Director Crenca Yes

Director DiBattista Yes

Director Doyle-Spatcher Yes

Director LaPidus Yes

Director Lappin Yes

Director MacIver Yes

Therefore the motion passed.

3. Report from RI Department of Transportation

Charles Zivo, Resident Engineer at RIDOT, reported that he sees no problem completing the sidewalk project for Washington, Westminster, and Weybosset Street by the September 7 target. The sidewalk at Weybosset and Empire will have concrete cut out to allow installation of a new traffic light.

Owners of the Cortellessa building are waiting for the arrival of 20-ton jacks to support the fascia beam. Mr. Zivo announced the DOT had two extra trees that they would donate to the DID. Dan Baudouin requested the sidewalk project concentrate on the URI area first; Mr.

Zivo will put in this request.

4. Financial Report

Robin Remy presented the financials for March 2011.

The Statement of Financial Position showed a large cash balance and strong equity balances. The Statement of Operations shows year to date expenditures much lower than year to date budget. This variance is a result of lower than expected costs for the Clean and Safe Program, some over-budgeted amounts in operating expenses, and Special Projects funds due to be spent toward the end of this fiscal year.

The Collections Report shows past due assessments to be fairly low due to increased collection activity.

Director Macliver motioned to approve the Financial Report, Director Crenca seconded the motion, and a roll call vote was held as follows:

Director Crenca Yes

Director DiBattista Yes

Director Doyle-Spatcher Yes

Director LaPidus Yes

Director Lappin Yes

Director Macliver Yes

Therefore the motion passed.

Director Lappin requested that the DID prepare a Special Projects Status Report for each monthly board meeting.

5. Clean and Safe Contract

Frank LaTorre gave an overview of the bidding process. The Executive Committee met and is recommending a three-year contract with Block By Block. DID management made a recommendation to select Block By Block. Director Macliver motioned to award the Clean and Safe contract to Block By Block, Director LaPidus seconded the motion, and a roll call was held as follows:

Director Crenca Yes

Director DiBattista Yes

Director Doyle-Spatcher Yes

Director LaPidus Yes

Director Lappin Yes

Director Macliver Yes

Therefore the motion passed.

6. Report from City of Providence

Sgt. Tejada participated in discussions regarding the ongoing parking issues near Dunkin Donuts Center and LaSalle Square. He agreed to relay the board's concerns to "higher ups" at the Providence Police Department. Sgt. Tejada explained the staffing and coverage for the Foot and Bike Patrols. The board requested increased police visibility in the Arts & Entertainment District after 10 p.m.

7. Economic Development Joint Initiative

The Board discussed how they will interact with the City of Providence regarding taxation issues. The DID Board will be working with The Providence Foundation and possibly the Chamber of Commerce.

Dan Baudouin stated he has been holding back on developing office marketing, since he is waiting to see what the RI Economic Development Corporation and the Chamber of Commerce will do. He is hoping to leverage our effort with theirs.

The Board would like to formally request the City of Providence and the State of Rhode Island include Downtown in the Knowledge District. Director Crenca motioned to approve this request, Director DiBattista seconded the motion, and a roll call vote was held as follows:

Director Crenca Yes

Director DiBattista Yes

Director Doyle-Spatcher Yes

Director LaPidus Yes

Director Lappin Yes

Director Macliver Yes

Therefore the motion passed.

Director Crenca expressed concern that Art and Culture are not considered critical components in the Knowledge District. He contends Art and Culture need more visibility to support Providence's overall "Quality of Place."

8. Report from the Director of Public Space

Frank LaTorre reported a great turnout at the most recent Parking Advisory Committee meeting. Mr. LaTorre met with Mayor Taveras on March 31 to review the overall parking situation in the city. The Mayor announced new efforts to monitor parking meters and enforce ticketing. Members of the board felt this was not the best scenario for retailers.

Mr. LaTorre reported on efforts of the Downtown Security Network and the Hospitality Resource Partnership. Public Safety Commissioner Stephen Pare has attended two meetings this month, which drove strong meeting attendance.

9. Marketing Report

Joelle Kanter reported progress with website designer Sarah Rainwater. Ms. Kanter is preparing for The Providence Foundation and Downtown Improvement District to attend the RI Business Expo on May 3. In DOWNCITY is hosting a family-friendly block party on May 5 from 5-8 p.m.

10. Report from Block-By-Block

Frank Zammarelli, Operations Manager for Block By Block, reported on the status of the landscaping and beautification program. The DID flower supplier, Jacovelli, will be featured in an upcoming newspaper article that highlights the flowers and plantings grown for the DID program. Mr. Zammarelli proposed purchasing a self-contained solar-powered stone fountain to install in the flower bed in Emmett

Square.

11. Other business

Director Lappin, Dan Baudouin, and Frank LaTorre will be meeting with the RI Convention Center Marketing Committee to request their voluntary contribution to the Downtown Improvement District. The Board discussed possible items and monetary amounts to request.

12. Adjournment

The meeting was adjourned at 10:04 a.m.

Respectfully submitted,

Robin J. Remy

Accounting Manager, Downtown Improvement District